



**AmeriCorps**  
Indiana

## 2022-2023 AmeriCorps Calendar

**Instructions:** This calendar includes all programmatic and fiscal due dates and required trainings for the 2021-22 program year. In addition, it includes the dates Serve Indiana (SI) is closed, release dates for forms (i.e. close out package, progress reports) and additional events available to programs. SI expects programs to abide by due dates and to send at least one representative to each required training as applicable (consult the below legend for further instruction). All trainings are virtual until further notice.

**Additional Information:**

- **New program/staff events are only required for new programs/staff**
  - Programs and staff are considered new for the first two years.
- **All times are on Eastern Standard Time (EST)**
- **There is a separate grant application review process (GARP) with additional dates for submitting grants.**

**Legend:**

**New Program/Staff Required Training**

**All Program Required Training**

**Fiscal Deadline**

**Programmatic Deadline**

**Deadline**

*State/National Holiday (SI Closed)*

**Non Required Events**



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## July 2022

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- 4 *Independence Day Observed, Serve Indiana Closed*
- 11 22-23 Signatory Authority Form Released (all programs)  
22-23 Directory released to programs for review  
Serve IN releases instructions on Training Calendar/Policy submission to 2022-2023 New Programs  
Serve IN releases 2022-23 Capacity Assessment Pre-test (via Survey Monkey)
- 15 **21-22 Periodic Expenses Report (Operational and Fixed grants) due via OnCorps**
- 25 Serve IN releases OnCorps Budget Submission Instructions to 2022-2023 All Programs
- 27 PY 21-22 close out process communicated to all programs via email
- 29 **21-22 Request for Funds due (fixed and reimbursement)**  
**21-22 Final Periodic Expense Report Extension Request Due for programs ending July 31, 2022 to Serve Indiana**  
**22-23 Signatory Authority Form due to Serve Indiana (all programs)**  
**22-23 Directory edits due to Serve Indiana**

## August 2022

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- 12 **22-23 Budget due in OnCorps**
- 15 **Final PY 2021-22 Periodic Expense Report due (21-22 programs with end date of July 31)\***  
***\*Extensions for final PER must be submitted before July 31<sup>st</sup> to Serve Indiana***
- 18 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: Playworks Indiana, 9511 Angola Ct. Suite 213, Indianapolis, IN 46268
- 22 **Serve Indiana releases 21-22 End of Year Progress Report instructions to AC programs via email**
- 26 **2022-23 Training Calendar/Policy due to Serve Indiana (new programs)**  
**Final 21-22 PER submission extension request due (if applicable)**  
**2022-23 Capacity Assessment Pre-test due to Serve Indiana**
- 30 **2021-22 Request for Funds due (fixed and reimbursement)**



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## September 2022

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- 5 *Labor Day, SI Closed*
- 11 National Day of Service and Remembrance
- 15 **Final PY 2021-22 Periodic Expense Report due (21-22 programs with end date of August 31)\***  
*\*Extensions for final PER must be submitted by August 31<sup>st</sup> to Serve Indiana*  
**PY 22-23 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1<sup>st</sup>**
- 16 **All Program Conference Call, Webex, 10:00 a.m.-11:00 a.m.**
- 30 **2021-22 Year End Progress Report due to SI (all programs) by 11:59 p.m.**  
**Final 2021-22 Request for Funds due (fixed and reimbursement) for PY 21-22**  
**Request for Funds due (fixed and reimbursement) for PY 22-23**  
**Final 2021-22 PY Aggregated Financial Report due to SI via OnCorps (March 2021-End of program year)**
- TBD 2023-2024 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

## October 2022

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- 7 **Serve Indiana Close Out checklist due to SI**  
**All Program Conference Call, Webex, 10:00 a.m.-11:00 a.m.**
- 10 *Indigenous People Day, SI closed*
- 15 **DWD Closeout Due from PY 2021-2022 to DWD Grants Closeouts**  
**22-23 Periodic Expenses Report (Operational and Fixed) due via OnCorps**  
**2021-22 Capacity Post-test due to Serve Indiana (via Survey Monkey)**
- 20 Serve Indiana Commission Meeting (10 a.m.-12:00 p.m.), Location: TBD
- 28 Risk Assessment results released to programs
- 30 **Request for Funds due (fixed and reimbursement)**



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## November 2022

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- 1 **New, Recompete & Competitive Continuations for 2023-2022 Funding due by 5:00 p.m. EST**
- 3-4 *Serve Indiana Award's for Excellence Ceremony, Swearing-in, & Mini-Conference*
- 8 *Mid-Term Election Day, Serve Indiana Closed*
- 11 *Veteran's Day Serve Indiana Closed*
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 21 **GARP Reviews due to SI by 5:00 p.m. EST**
- 24 *Thanksgiving, Serve Indiana Closed*
- 25 *Lincoln's Birthday, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**

## December 2022

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- 1 *Serve Indiana Commission Meeting, New, Recompete & Competitive Continuation Funding (10:00 a.m-2:00pm), Location: TBD*
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 23 *Washington's Birthday, Serve Indiana Closed*
- 26 *Christmas Day Observed, Serve Indiana Closed*
- 31 **Request for Funds due (fixed and reimbursement)**

## January 2023

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- 2 *New Year's Day Observed, Serve Indiana Closed*
- 11 *Release of NSCHC Monitoring Instructions*
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 16 *Martin Luther King Jr. Day, Serve Indiana Closed*  
*Martin Luther King Jr. Day of National Day ([CNCS Information](#))*
- 25 **Winter Program Director Training, 10:00 a.m.-3:30 p.m., Webex**
- 30 **Request for Funds due (fixed and reimbursement)**



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## February 2023

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- 1 **NSCHC Monitoring Documents due by 11:59 p.m. EST**
- 3 **New Program/Staff Conference Call, Webex, 10:00am-11:00am**
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 16 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD
- 27 Mid-Year Progress Report Instructions sent to Program Directors
- 27 **Unexpended Funds Report Instructions sent to Program Directors**
- 28 **Request for Funds due (fixed and reimbursement)**

## March 2023

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- 1 **Formula New & Continuation Grants due in eGrants by 11:59 p.m. EST**
- 1 **AFR Instructions released to programs (August-February 28; NA Fixed grants)**
- 3 **All Program Conference Call, Webex, 10:00 a.m. -11:00 a.m.**
- 12-18 AmeriCorps Week ([CNCS Information](#))
- 15 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 17 Day of Service with Butler University
- 22 **Unexpended funds report due via email by 11:59 p.m. EST (beginning of PY-February 28<sup>th</sup>)**
- 31 **Request for Funds due (fixed and reimbursement)**  
**AFR due to SI via OnCorps (August-February 28; N/A Fixed)**
- 31 **Mid-Year Progress Report due in OnCorps & via email by 11:59 p.m. EST (Start of PY-February 28)**

## April 2023

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- 7 *Good Friday, Serve Indiana closed*  
**Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 14 **All Program Conference Call, Webex, 10:00 a.m-11:00 a.m.**
- 20 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD
- 30 **Request for Funds due (fixed and reimbursement)**



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## May 2023

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- 2 *Primary Election Day, Serve Indiana Closed*
- 2-4 ASC Regional Training, New Orleans, LA
- 15 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 29 *Memorial Day, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**  
**Grant Extension Request deadline (No extension will be granted if submitted after this date)**
- TBD **PY 23-24 Orientation RSVP & Needs Assessment Released to programs**
- TBD **PY 23-24 Orientation RSVP & Needs Assessment due to Serve Indiana via Survey Monkey**
- TBD **All Formula PY 2022-23 Application Clarifications Due in in eGrants**

## June 2023

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- 2 **22-23 PY All Program Conference Call, Webex, 10:00 a.m. -11:00 a.m.**
- 15 Serve Indiana Commission Meeting 10:00 am- 12:00 pm, Location: TBD
- 19 *Juneteenth*
- 21 **PY 2023-2024 Program Director Orientation Day 1, 10:30 a.m.-12:00 p.m. & 1:30 p.m.-3:30 p.m., Location: Irsay Family YMCA, Indianapolis, IN**
- 22 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**  
**PY 2023-2024 All Program Orientation Day 2, 10:30 a.m. -12:00 p.m. & 1:30 p.m.-3:30 p.m., Location: Irsay Family YMCA, Indianapolis, IN**
- 30 **Request for Funds due (fixed and reimbursement)**



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## July 2023

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- 4 *Independence Day, Serve Indiana Closed*
- 10 Serve IN releases instructions on Training Calendar/Policy submission to 2023-2024 New Programs  
Serve IN releases OnCorps Budget Submission Reminder/Instructions to 2023-2024 All Programs  
Serve IN releases 2023-24 Capacity Assessment Pre-test (via SurveyMonkey)
- 15 **22-23 Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 17 23-24 Signatory Authority Form Released (all programs)
- 24 Close out process PY 22-23 communicated to all programs via email
- 31 **22-23 Request for Funds due (fixed and reimbursement)**  
**23-24 Signatory Authority Form due to Serve Indiana (all programs)**  
**23-24 Directory edits due to Serve Indiana**  
23-24 Training calendar and policy submission instructions released by SI to programs

## August 2023

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- 15 **2022-23 Periodic Expenses Report (Operational and Fixed) due via OnCorps (Final PER for programs with July 31 end date)**
- 17 Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: Zoom
- 25 **2023-24 Budget due in OnCorps**  
**2023-24 Training Calendar/Policy due to Serve Indiana (new programs)**
- 30 **22-23 Request for Funds due (fixed and reimbursement)**  
**Final 21-22 PER submission extension request due (if applicable)**
- 31 SI releases End of Year Progress Report instructions for PY 22-23



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## September 2023

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- 4      *Labor Day, SI Closed*
- 11     National Day of Service and Remembrance ([CNCS Information](#))
- 15     **All Program Conference Call, Webex, 10:00-11:00am**
- Final PY 2021-22 Periodic Expense Report due (22-23 programs with end date of August 31)\***
- \*Extensions for final PER must be submitted by August 30<sup>th</sup> to Serve Indiana*
- PY 23-24 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1<sup>st</sup>**
- 30     **Final 2022-23 Request for Funds due (fixed and reimbursement)**
- Request for Funds due (fixed and reimbursement)\***
- \*Only applies to 22-23 programs and August 1 start for 23-24 programs*
- 2022-23 Year End Progress Report due to SI (all programs)**
- Final 2022-23 PY Aggregated Financial Report due to SI via OnCorps (April-September 2022)**

## October 2023

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- 3      **Serve Indiana Closeout Checklist due to SI**
- 6      **New Program/Staff Conference Call, 10:00 a.m.-11:00 a.m.**
- 10     *Indigenous Peoples Day, Serve Indiana closed*
- 15     **Closeouts Due to DWD**
- 23-24 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 19     **Serve Indiana Commission Meeting (10:00 a.m.-12:00 p.m.), Location: TBD**





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- 30     **Request for Funds due (fixed and reimbursement)**
- 30     Risk Assessment results released to programs